

		<h1>Print Services Paper Order Form</h1>				Date of Request	
		Requesting Department		Contact		Phone	
Account 441000 431000	Fund	Org/Dept	Program	Sub-class		Project/Grant	
Description				Unit of Issue	Qty.	Unit Price	Total Price
TO SUBMIT YOUR ORDER All orders MUST include: <ul style="list-style-type: none"> • Date of Request • Contact/Department • Budget String • Location for Delivery <p><i>If this information is missing - the order cannot be processed and will be returned.</i></p>							
<h2>Order Total \$</h2>							
Authorized Signature:					Deliver to/Location:		

- WHITE LETTER PAPER FREE FOR Konica COPIER UNDER MAINTENANCE AGREEMENT. *Click box if you are under this agreement.*
- WHITE LETTER PAPER FREE FOR GoPrint Printers. *Model _____ Building/Room_____*